



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF CALIFORNIA  
PROBATION OFFICE**

**U.S. PROBATION OFFICER**

**Announcement #**

04-01 020904

**Date Opened**

February 9, 2004

**Closing Date**

Open until filled. More than one position may be filled from this announcement.

**Duties and  
Responsibilities**

The U.S. Probation Officer performs a full range of duties and responsibilities including but not limited to the following:

- Conducts presentence investigations and prepares reports for the Courts with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, etc. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior, to determine profit from the offense and any restitution, and to determine the offender's ability to pay fines and costs of prosecution, incarceration, and supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- Supervises offenders conditionally released to the community on probation, supervised release, parole, mandatory release, and military parole to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and implements the necessary treatment or violation proceedings. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations as required.
- Maintains a detailed written record of case activity. Is responsible for such case records as are required by the Court, the Administrative Office of the United States Courts, and the Chief Probation Officer.
- Performs such other duties as the Court may require.

**Entry Level Salary**  
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**Potential Salary**

Court Personnel System - Level 27 and 28

CL 27 \$45,078 Annually - (Minimum 2 years of specialized experience)

CL 28 \$54,031 Annually - (Minimum 3 years of specialized experience)

CL 28 \$60,040 - \$78,065 - Annually

**Qualifications**

- To qualify for the position of Probation Officer, a person must possess a four-year degree from an accredited college or university in a related field of study.

- ENTRY LEVEL

CL 27 (\$45,078 Annually) - A minimum of two years progressively responsible casework experience in investigation or supervision of offenders in probation, parole or pre-trial services. Experience must be earned subsequent to the awarding of the bachelor's degree. Experience earned in an institutional setting is not considered to be qualifying experience.

CL 28 (\$54,031 Annually) - Three years of specialized experience as described above.

- FULL PERFORMANCE

CL 28 (\$60,040 - \$78,065 Annually) - After one year of experience at this Classification Level, U.S. Probation Officers may be promoted to the full performance salary range.

- Because Probation Officers are covered under Law Enforcement Retirement as defined in Title 5, United States Code, Chapters 83 and 84, applicants must be under the age of 37 when hired and must meet minimum physical requirements.
- Successful applicants must undergo a full field background investigation by the Office of Personnel Management and submit to pre-employment drug testing as a condition of employment.
- Incumbents will be subject to random drug screening and updated background investigations every five years.

**Personal  
Characteristics**

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

**Send Resume and  
Cover Letter to:**

Kenneth Young  
Chief U.S. Probation Officer  
101 West Broadway, Suite 700  
San Diego, CA 92101-7991

All applicants who applied for the U.S. Probation Officer position under vacancy announcement 03-03 090203 (September 2, 2003) will automatically be given consideration and need not reapply.

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER